

**BOUNDARY LINE ADJUSTMENT
CONSOLIDATION
DEDICATION
PLAT VACATION &
REVISION

APPLICATION**



January 1, 2015

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017.**

Stafford County Department of Planning & Zoning

1300 Courthouse Road
P.O. Box 339
Stafford, VA 22555-0339

Phone: (540) 658-8668
Fax: (540) 658-6824

www.staffordcountyva.gov

Boundary Line/Dedication/Vacation at Submittal and Approval Process

1. Once a complete application has been submitted, the fees are verified and the application is logged into our computer system. *All applications are logged in by the next Monday after submission.*
2. The plats are routed to all appropriate reviewers and State Agencies.
3. A review time deadline is assigned as well as the application number.
4. The plat preparer has two reviews to address all County comments. If comments are not addressed, a 3rd review fee will be required.
5. Any plat showing dedication of public right of way or easements must be accompanied by a deed of dedication, a completed property ownership title report (dated within 90 days), and a checklist.
6. Once the deeds are in appropriate form and all review comments are addressed, the plats can be signed and recorded. Submit **TEN (10)** sets of the plats, which contain all **original signatures of the OSE, plat preparer, and the owners with proper notarization for recordation.** Fees are required for recordation and Payable to the **Clerk of the Court.**
7. All appropriate departments plan review and comments can be viewed on the Integrated Web Response System (IWR) at **<http://hello.stafford.va.us>**.

Application Submittal Checklist

- ☐ Completed “**Project Information & Primary Contacts**” form
- ☐ Completed “**BLA/DED/VAC Review Fee Calculation**” sheet and appropriate fees payable to “County of Stafford” **including 2.75% TECHNOLOGY FEE.**
- ☐ Signed “**Statements of Understanding**” from the owner(s) and applicant
- ☐ Completed “**Checklist for BLA/DED/VAC Subdivision Plat**”, signed by the plat preparer
- ☐ Ten (10) 17”x 21” sets of plan for any Dedication or Vacation
- ☐ Five (5) 17”x 21” sets of plan for Boundary Line Adjustments
- ☐ For a **BOUNDARY LINE ADJUSTMENTS**; Two (2) copies of the soils report and drainfield plat prepared by a licensed On-Site Soil Evaluator (OSE) for the lots that are losing acreage or being adjusted
- ☐ If **VACATING** a plat or portion of a plat, the application must provide the resolution by the Board of Supervisors granting the vacation
- ☐ If **VACATING** a plat or a portion of a plat, a copy of the previously recorded plat with the agent signatures and Plat Map Number (PM#) is required at submission. These plats may be obtained through Land Records in the Clerk of the Court

RECEIVED:

DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED:

DATE: _____ INITIALS _____

Project Information & Primary Contacts

Major SP	<input type="checkbox"/>	Cluster Concept Plan	<input type="checkbox"/>
Infrastructure Plan	<input type="checkbox"/>	Preliminary Plan	<input type="checkbox"/>
Minor SP	<input type="checkbox"/>	Construction Plan	<input type="checkbox"/>
Grading Plan	<input type="checkbox"/>	Technical Change	<input type="checkbox"/>

Minor Plat	<input type="checkbox"/>	Final Subd. Plat	<input type="checkbox"/>
BLA/DED/VACA	<input type="checkbox"/>	Family Subd. Plat	<input type="checkbox"/>

PROJECT INFORMATION

PROJECT # _____

PROJECT NAME _____

SECTION _____

ADDRESS (IF AVAILABLE) _____

TOTAL SITE ACREAGE _____

TAX MAP /PARCEL(S) _____

ZONING DISTRICT _____

LOCATION OF PROJECT _____

APPLICANT/AGENT

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (Engineer, Surveyor, etc.)

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

BLA/DED/VACA
Review Fee Calculation

***Dedication & BLA may be combined on a plat but only the higher fee applies – both the dedication and boundary line base fees are not paid. If a BLA and a dedication are combined on plat the IT fee still applies.**

If Vacating an Easement and Rededicating on same plat, only the Dedication Plat Fee would apply.

*** Total application fee includes ONLY the 1st & 2nd Reviews

***Total application fee is for the administrative process and review of this application, and does not constitute an approval of the BLA/DED/VAC Subdivision Plat

- 1) **Plat Vacation Fee** (\$150.00) \$ _____ .00
(to vacate a recorded subdivision only-not to be combined w/other plat fees)
(or to vacate a part of an easement that was not originally dedicated as part of a plan)
(This does not include any rededication of easements)
- 2) **Boundary Line Adjustment (BLA)**
- A. Base Fee (\$750.00) \$ _____ .00
- B. Utilities Review Fee (\$160.00) \$ _____ .00
(If County water and/or sewer)
- C. I.T. Fee:
(_____ Total number of original lots adjusted) x \$20.00= \$ _____ .00
- 3) **Consolidation**
- A. Base Fee (\$150.00) \$ _____ 150.00
- 4) **Dedication Plat Fee:***
- A. Base Fee (\$1,150.00) \$ _____ .00
- B. Utilities Review Fee (\$240.00) \$ _____ .00
- C. Transportation Review Fee (\$310.00) \$ _____ .00

SUB-TOTAL \$ _____ .00

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017. + 2.75% \$ _____

GRAND TOTAL \$ _____

All 3rd and subsequent Review Fees are as follows:

BLA –	Planning & Zoning	(\$350.00)	Utilities (\$95.00)	
Dedication –	Planning & Zoning	(\$500.00)	Utilities (\$95.00)	Transportaton (\$100.00)

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

*****Revisions/Correction- Base Fee Only** **\$ 4,500.00**
(No other fees required in revisions/corrections except technical fee) **123.75**

GRAND TOTAL **\$ 4,623.75**

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: **COUNTY OF STAFFORD**

Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of BLA/DED/VAC Subdivision Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have submitted this application for BLA/DED/VAC Subdivision Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this subdivision is located.

Signature of Applicant/Agent	Printed Name	Date
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BLA/DED/VAC PLAT CHECKLIST

Completed	N/A	CONTENT	Completed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A GRAPHIC SCALE: 1"=100'	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.7 DEDICATIONS, INCLUDING ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A NORTH ARROW	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT WIDTH
<input type="checkbox"/>	<input type="checkbox"/>	22-87.A SHEET SIZE: 17" X 21"	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	22-87.B KEY PLAN & MATCH LINES	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENT OWNERSHIP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.C BOUNDARY SURVEY/GEODET	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 EASEMENTS USE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.D CURVE DATA/TABLE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.8 VDOT EASEMENT NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 VIC.MAP/1"=2,460'	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.A CERTIFICATE TITLE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1. SUBDIVISION NAME	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.A NAME/ADRS PLATPREP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 DATE,INCL REVISIONS	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.B SURVEYORS CERTIFIC
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 NAME/ADDRESS OWNER	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.C OWNRS CONSNT& DED STMNT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 NAME/ADDRESS SUBDR	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D CERTIFICATE APRVL
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 TOTAL ACRES OF PARENT PCL	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. AGENT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.1 ZONING	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. HEALTH DEPT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 ACREAGE/OPEN SPACE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.9.D. VDOT SIGNATURE BLOCK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 AREA OF EACH LOT	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.10 ADDRESS OF EACH LOT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 ASSESSOR'S PARCEL NO	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.11 PRIVATE WELL NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 LOT BEARING/DISTANCE	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.12.A LOSE NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 LOT TABULATION			22- OTHER INFO REQ
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 NUMBERED CONSECUTIVELY	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.12.B HEALTH DEPT NOTE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 NUMBER OF LOTS	<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.14 DXF/COMP DISK
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.2 SECTION NUMBER	<input type="checkbox"/>	<input type="checkbox"/>	22-67 MATCH PRELIM/TECH CHANGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.3 FLOOD PLAIN BOUNDARY	<input type="checkbox"/>	<input type="checkbox"/>	22-108 RESTRICTED ACCESS ENTRANCES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 GPS BEARING WHEN REQ	<input type="checkbox"/>	<input type="checkbox"/>	22-118 UTILITIES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 GPS NOTES	<input type="checkbox"/>	<input type="checkbox"/>	22-118.1 URBAN SERV AREA/SEWER
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.4 TWO CNTRL MNMNTS/PLAT	<input type="checkbox"/>	<input type="checkbox"/>	22-118.4 & 5 ONSITE WATER & SEWER
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A LR# OR ROUTE # OF ST.	<input type="checkbox"/>	<input type="checkbox"/>	22-141 PRE-EXISTING LOTS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTING STREETS	<input type="checkbox"/>	<input type="checkbox"/>	22-142 LOT SIZE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTG STREET LOCATION	<input type="checkbox"/>	<input type="checkbox"/>	22-143 5:1 SHAPE RATIO/ELONGATED
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A EXISTG STREET DIMENSION	<input type="checkbox"/>	<input type="checkbox"/>	22-144 LOT FRONTAGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A PROPOSED STREETS	<input type="checkbox"/>	<input type="checkbox"/>	22-145 CORNER LOT (ZONING 28-38)
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.A STREET NAMES	<input type="checkbox"/>	<input type="checkbox"/>	22-146 SIDE LOT LINES
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.B TEMP CUL-DE-SAC	<input type="checkbox"/>	<input type="checkbox"/>	22-147 OUT LOTS NOT PERMITTED
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C PAE NOTES	<input type="checkbox"/>	<input type="checkbox"/>	22-148 SEPARATE OWNERSHIP
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C VDOT EASEMENT NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-149 DOUBLE FRONTAGE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.1 LOTS SRVD BY PAE	<input type="checkbox"/>	<input type="checkbox"/>	22-151 REVERSE FRONTAGE OR SHARED D/W
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.2 PC APRVL DAT/PAE	<input type="checkbox"/>	<input type="checkbox"/>	22-152.A SWM REQ IN OPEN SPACE
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.3 INELIGIBLE/VDOT	<input type="checkbox"/>	<input type="checkbox"/>	22-152.B FACILITY REQ STM DRN ESMT
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.C.3 PAE MAINT NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-152.C SWM ACCESS/EASM
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.5.E PRMY HWY ROW NOTE	<input type="checkbox"/>	<input type="checkbox"/>	22-153 LOT REQ FOR BUFFERS
<input type="checkbox"/>	<input type="checkbox"/>	22-87.E.6 RESTRICTIONS REFERENCED	<input type="checkbox"/>	<input type="checkbox"/>	22-156 BLOCK LENGTH

Completed **N/A**

[illegible]

22- OTHER INFO REQ

REQUIRED MONUMENTS

Completed	N/A
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28 - OTHER INFO REQ

DEVELOPER CONTRIBUTION TO OFF-SITE SEWERAGE & DRAINAGE FACILITIES

FILING[illegible]

I, _____ duly licensed/certified in the Commonwealth of Virginia, do hereby certify that the plat submitted with this checklist conforms to the requirements of the Stafford County Code. I further certify that the above checklist is both complete and accurate.

Signature

Certification